

Library Handbook

2015-2016



**Charlotte Christian College and
Theological Seminary
Charlotte, North Carolina**

Bob McInnes, Head Librarian

Charlotte Christian College and Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmation I of its Accreditation Status as a Category III Institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Greetings!



It is my pleasure to serve you at Charlotte Christian College and Theological Seminary. The faculty and staff pray that your time at Charlotte Christian College and Theological Seminary will be challenging, and encouraging; and that you will gain insight on your particular calling in ministry. While completing your degree at Charlotte Christian College and Theological Seminary, the Library will play a particular role in developing your skills as theological researchers. Through orientation, workshops, and daily interactions with library staff, we intend to teach you how to use the information sources effectively, efficiently, and ethically.

This *Library Handbook* outlines the mission, policies, and services of the library. We encourage you to read this handbook to learn how to best use the library. There are many details that cannot be covered in traditional library orientations. We have the understanding that you, the library patron, have read this handbook when you sign the library patron agreement.

Thank you for choosing Charlotte Christian College and Theological Seminary!

In Christ,

Bob McInnes

Head Librarian

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NOTICE: The policies in this handbook are to be considered as guidelines only. The Board of Directors of Charlotte Christian College and Theological Seminary, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without prior notice. No one other than the Board of Directors of Charlotte Christian College and Theological Seminary may alter or modify any of the policies of this handbook. No statement or promise by an administrator, supervisor, or employee may be interpreted as a change in policy nor will it constitute an agreement with an employee/student. Policy change may only be made by vote of the Board of Directors.

1. Introduction

1.1 Welcome to Charlotte Christian College and Theological Seminary Library:

We sincerely welcome you to Charlotte Christian College and Theological Seminary. We are building a world-class theological library thanks to the donations of faculty, staff, and benefactors and hope that you will take advantage of the breadth of knowledge that is captured in these donated resources.

The library at Charlotte Christian College and Theological Seminary is dynamically embedded in the learning objectives of the institution. Our 3,000 square foot library houses resources and services to support the studies of faculty and library patrons. The Seminary Library contains over 23,600 volumes and nearly 2,000 e-books. The Library offers a broad range of materials for the general and specific educational needs of library patrons and faculty. The Seminary Library is available for students of consortium institutions, and for local pastors and missionaries.

1.2 Address:

Mailing Address:

Charlotte Christian College and Theological Seminary
3117 Whiting Ave.
Charlotte, NC 28206

Delivery Address:

Charlotte Christian College and Theological Seminary
P.O Box 790106
Charlotte, NC 28205

1.3 Hours of Operation:

The hours of operation vary by semester. The library will adhere to a schedule that will be posted on Populi, library message boards, and social media outlets at the beginning of each semester. The Librarian reserves the right to modify hours to accommodate patrons' needs. Library patrons will know of these changes at least a week in advance.

1.4 Purpose of Handbook:

This *Library Handbook* is not a 'how to' manual for searching the library catalog or the databases. It does not teach research skills, or information literacy, or list the library holdings.

Instead, this *Library Handbook* outlines the mission, purpose, and services of the library. Library patrons can learn about specific lending policies for various formats of information (e.g., books, DVDs), the usage policies for library computers, and expectations for library patrons.

The library staff desires that library patrons grasp the mission and services of the library. It is necessary to distinguish our scope of assistance from other departments and we hope that upon reading this *Library Handbook*, library patrons will understand what types of questions they should ask and what kinds of services they can expect. By reading this handbook, library patrons will be able to receive the maximum value of services.

1.5 History:

Dr. Eddie G. Grigg, Senior Pastor of New Life Baptist Church (now Eastside Community Church), is the founder of New Life Theological Seminary. Being convinced that God wanted him to start an evangelical seminary for training ministers to effect the urbanization of God's Kingdom, and the need to teach God's Word unapologetically as God-breathed, Dr. Grigg began to seek those that were willing to assist in the fulfilling of this vision. He approached friends, Dr. Michael B. Steen and Dr. Daniel P. Kirk to join the effort, along with the church he served. New Life Baptist Church enthusiastically entered a unique partnership with the embryonic institution and provided it a meeting place for the first six years.

Because of his pastoral duties, it was agreed that Dr. Steen would serve as the first President leading the institution in the initial enrolling of students. He served in the capacity for only nine months, before leaving to start a church in Lincolnton, North Carolina and Dr. Grigg became President. Dr. Kirk served as the school's first Academic Dean and later as Vice-President. He was heavily involved in the institution from conception through 1998, at which time he left to pursue other interests.

Upon becoming President, Dr. Grigg worked to establish the Seminary's first Board of Directors, working with them to help the vision become reality. The Division of Vocation Rehabilitation Services approved the institution for participation in their program in 1997. The Seminary then applied for an exemption from licensure with The University of North Carolina. Permission to grant degrees was provided on January 23, 1998. Later in 1998, the institution was approved by the United States Department of Immigration and Naturalization to accept foreign students.

The school library began in late 1998. However, it was not until Mrs. Rhonda Jaynes was hired in 2002 to relocate the library to the Whiting Avenue address that the Seminary began really to take shape. Mrs. Jaynes began to catalogue the growing number of volumes and titles into the Athena system, allowing students to quickly access, check out, and track library materials. Later, Mrs. Virginia Faye Taylor was hired as Head Librarian and assisted in the design, layout, and move to the current library facility.

In 1998, the Board of Directors began to develop long-term goals and to seek a nationally recognized accreditation. The Board chose to seek accreditation through Transnational Association of Christian Colleges and Schools (TRACS). That same year the Board agreed to redirect the Seminary and to begin focusing on urban ministry.

On February 22, 1999, the Board of Directors voted unanimously to change the name of the institution from New Life Theological Seminary. After receiving permission from the

appropriate state authorities and in keeping with the Seminary's new focus, the Seminary began registering students into the Bachelor of Arts in Urban Christian Ministry and the Master of Arts in Urban Christian Ministry Degree Programs in early 1999.

In January of 2002, Whiting Avenue Baptist Church voted to donate their property and facilities to the Seminary and that led to the relocation of the Seminary to Whiting Avenue where the campus is currently located. The original campus consisted of one large building used by Whiting Avenue Baptist Church. The older section of the building was built in 1952 with the second portion constructed in 1962. When the gift was received, the buildings were in poor condition, having had no updates since their original construction.

During 2007, the 1962 building was renovated. A new handicap accessible entrance was added on the north side of the building. An elevator was added to enable easy access to all three floors of the structure. New handicap accessible restrooms were built, three new classrooms were built with an existing classroom renovated, and the former sanctuary was turned into the library. Offices were built and others renovated, and the Seminary moved all operations into the newly renovated 1962 building.

Current plans call for the older building to eventually be torn down to make way for further development.

1.6 Library Mission Statement:

The library's mission is to support the Seminary's mission by providing information sources in all formats in the quality and quantity that the faculty and students require in the pursuit of their academic goals. In addition, the library staff provides reference service and instruction in research and information literacy. Lastly, the library serves as a haven for quiet and reflective study.

1.7 Collection Development Statement:

The Library aims to meet the needs of the institution by providing scholarly and practical resources that adapt with curriculum changes and the growth of programs. These needs include practical and scholarly topics of interest for ministry preparation. The collection will strive to meet the holistic needs of future ministers, rather than focus on purely doctrinal and theological matters.

All potential library acquisitions will be evaluated in light of the Seminary's curriculum. The library will strive to build a collection that serves the needs of the maximum number of students, faculty, and staff. The library staff will give special attention to collecting Christ-centered resources using the input of all library patrons, but particularly faculty and department heads, in order to build a world-class theological library.

While the seminary upholds a conservative evangelical worldview, the Head Librarian makes no guarantee that all library resources will conform to this perspective. The Head Librarian will add resources that foster students' understanding of the breadth of worldviews. Students should expect to discover resources that challenge their own ideas and should use discernment when analyzing these resources.

1.7.1 Donations:

The Seminary Library depends heavily upon the generosity of community stakeholders to provide library patrons with quality materials. While the Seminary Library has traditionally accepted monographs in theology, the Seminary Library also solicits non-traditional formats (DVD's, CD-ROMs) and titles in other disciplines in the General Studies curriculum (History, Sociology, Literature, etc.). The library staff will exercise discretion in adding donated materials. Donations will be added based on criteria such as: the condition of the item, the number of existing copies, and compatibility of potential donations with the aforementioned Collection Development Statement. Donations that are not added to the collection will be sold for a reasonable sum to raise money for future library purchases.

1.8 Library Ethics:

The Seminary Library is an environment where library patrons can exercise true Christian integrity. Removal of materials without signing them out or removal of non-circulating materials is considered theft. Materials should be returned promptly so other patrons may benefit from their availability. Materials need to be treated carefully and returned in the same condition in which they were borrowed.

The Library staff members are to be treated in a manner that glorifies Christ. The same etiquette involved in interacting with faculty should be applied to approaching library staff. Library patrons are welcome to ask library staff for assistance, but should be mindful of the workload of library staff by not asking for small favors or engaging in prolonged "chatting." Library patrons should never ask the library staff to violate or break library policies.

1.9 Rules and Regulations:

1. No one is permitted to use the library resources or facilities when the library is closed.

Materials may only be checked out when library staff are present in the library.

Hours of operation are clearly posted on the library entrance and Populi.

2. Food is not permitted in the library. Drinks are permitted as long as they have a lid or a cap; soda cans, water bottles, and coffee mugs with a covering are permissible. Open drinking cups are not permitted.

3. Library patrons and Faculty using cell phones will be asked to leave the library to make phone calls. Personal music devices are allowed on two conditions: the student uses headphones and the volume does not disrupt the quiet study of his/her peers.

4. Loud conversations are not permitted in the library. While the library staff encourage group study, library patrons should be mindful of their peers when conversing with others. Disruptive library patrons will be asked to leave the library.

5. Infants and small children are not permitted in the library. Only children that are old enough to sit quietly are permitted in the library.

2. Library Holdings - Organization, Access, and Collections

2.1 Classification System:

The Seminary Library uses the Library of Congress classification system, which is used by most academic libraries. The Library of Congress classification system is an alphanumeric filing system in which books are classified in broad ‘classes’ of subjects.

2.2 Populi Library Tab:

The Seminary Library uses Populi to catalog library resources searchable to library patrons. Library patrons will be taught to navigate the library tab during orientation and may ask library staff for assistance in navigating the catalog. Library patrons and faculty should be mindful that the staff does not locate resources for them; they look for *teachable moments* in order to *educate* individuals in developing their own research strategies and assist them in retrieving resources when library patrons are unable to find them.

Populi records the physical holdings of the library (i.e. books, DVD’s, CD-ROMs), but does not index print journal articles or articles stored in the ATLA database. Electronic holdings (i.e. articles retrieved from the ATLA database) must be searched on ATLA.

Populi Library is accessible on any computer with Internet access and proper log-in credentials. The library has a computer that is designated solely for searching the catalog.

2.3 Circulating Collection:

The circulating collections are those that patrons may check out from the library and remove from campus, using their ID’s.

Four-week circulation: Biblical Languages, Board of Directors, Children & Youth, Circulation Desk, Classics of Literature, Faculty & Staff Development, the Hoyle Martin Collection, the Main Collection, and CCCTS Authors.

Limited circulation (3-hour circulation): Antiquarian Collection, Dissertations, Reserve Textbooks, and Theses.

Non-Circulating: The Historical Collection, and Reference materials.

2.4 Reference Collection:

The reference collection is shelved separately from the circulating collection to indicate that these items are non-circulating and may not leave the library. Typical reference books are titles in the canon of theology, biblical commentaries, and encyclopedias. Library patrons do not need to inform staff that they are using reference materials. When a student is no longer using the reference item, it is to be placed in the "in-house" basket so that the library staff can track its use for statistical purposes.

2.5 Periodicals:

The Seminary keeps the most relevant journals in theology, pastoral ministries, and demographic trends. The periodical section is a blend of scholarly journals, trade publications, and popular magazines. The Library only subscribes to journals, magazines and periodicals that are not available through the ATLASerials database.

2.5.1 Current Periodicals:

At this time, the library has between 70 and 80 current periodical subscriptions in subjects relevant to seminary education. These are housed in periodical racks in the far left corner of the library. The most recent issue of any journal is placed on the slanted shelf. Older issues (less than 12 months old) of the same periodical are kept on the shelves below the display shelves and may not be checked out.

A list of these periodicals may be found in the periodicals section.

2.5.2 Periodical Back Issues:

Back issues of periodicals are kept in the quiet study room in the far right corner of the library. The Library accepts donations of back issues of periodicals. Library patrons may make photocopies of articles but may not check out older periodicals.

2.6 Reserves:

The Course Reserves are kept behind the Library desk and may be viewed in the library only. Reserves consist of titles that instructors select for class readings and personal copies of books that instructors have made available for temporary public use. Distance students who live far from campus may request textbooks from the Reserve Collection and have them mailed to them. Reserve textbooks are mailed out with a return address label that the student should use when returning the book. The library assumes the expense for mailing books out to students. It is the student who bears the expense of mailing books back to the library.

2.7 Audio-Visual materials:

The collection of audio-visual materials is limited but growing. These include CD-ROMs, Kits, CD's and DVD's which library patrons may borrow. DVD's, and CD-ROMs' may be checked out for up to two weeks. Kits (containing DVD's and a booklet) may be checked out for four weeks.

2.8 Theses:

The Seminary Library is proud to have bound copies of graduate students' theses available for viewing in the library for up to three hours. They may not be checked out of the library. Eventually, the library will digitize theses and make them available on a secure network.

2.9 Electronic Databases

2.9.1 ATLA Database:

The Seminary subscribes to the ATLA database. This gives online access to hundreds of thousands of full-text articles from scholarly journals in theology and pastoral practice. As part of orientation, students and faculty are required to sign the "ATLASerials Access and Usage Agreement" at which time they are given the online address, patron name, and password allowing them full use of this database from any computer with Internet access. Library staff is available to assist patrons to become fluent in navigating these resources.

2.9.2 NCLIVE:

NCLIVE is a collection of databases that are available to anyone who holds a public library card in North Carolina. NCLIVE allows patrons to access major databases that cover a plethora of disciplines, such as history, current affairs/political science, health, literature, sociology, psychology, and much more. Students are strongly encouraged to acquire a public library card to use this comprehensive resource. If students do not possess a public library card, they may apply for a free card at the Charlotte-Mecklenburg Public Library system. Any student at a Charlotte-

Mecklenburg educational institution is eligible for a library card in Charlotte Mecklenburg Public Library.

3. Circulation

3.1 Use of the Library:

The Seminary Library is open to students, faculty, administrators, consortium institution students, and “Friends of the Library” with library cards.

Students may access all library services using their student ID, including borrowing materials. Non-students may qualify as Alumni or a “Friend of the Library” and will be issued a library card to access library services. Our policy regarding use of the library facilities by non-students is as follows:

Alumni must:

- purchase a library card for \$5.00 per year or \$50.00 lifetime, giving them full access to the Library
- may not renew books that they have checked out
- follow all library rules and regulations in addition to the above

“Friends” must:

- purchase a library card ; \$25.00 per year or \$100.00 lifetime
- be 18 years or older
- not exceed three books checked out at any time
- pay a \$.25 fee per day late fee
- present proof that they are employed in local vocational ministry
- follow all library rules and regulations in addition to the above

Library Club Members:

- will be issued a library card (at no cost)
- may not exceed more than 10 items checked out at any time
- must follow all library rules and regulations in addition to the above

All applicants must present valid photo identification in addition to the requirements stated above.

3.2 Circulating Collection:

Students may borrow any title that is not in the Antiquarian, Reference, Reserve, Archives, or Historical collections. The circulating collection, which appears as the "Main" collection in Populi, is any item that is not shelved in the "Antiquarian", "Reference", “Historical”, or “Reserves” collections.

The Library strives to provide the same services and resources to distance students as to on-site students. The Library will mail circulating books to distance students in a padded envelope along with an adhesive return mailing label. The Library assumes the cost of mailing to distance students, but not for return postage. The cost of return postage is paid by the student.

3.3 Borrowing Library Items:

Students and Faculty/Staff must show current Charlotte Christian College and Theological Seminary photo identity badges to borrow library materials. Should the ID badge be lost, a replacement may be obtained for a fee of \$5.00. Each student may check out up to ten items.

Lending Periods for Circulating Items

Resource Type	Lending Period
Books	30 days
DVD's	14 days
CD-ROMs	14 days
Periodicals	14 days
Kits (DVD + Booklet)	30 days
Compact Discs	14 days

3.4 Renewals:

Students may renew items up to two times for the original lending period. For example, a DVD may be renewed for once for an additional fourteen days since two weeks is the standard lending period for DVD's. Renewals cannot be given, however, if other patrons have requested that item and placed a hold on it. The librarian will deal individually with requests that exceed the two-time renewal policy. Library patrons may renew items on their Populi library account or renew them by visiting the library.

3.5 Reserving Library Resources:

Library patrons may reserve library resources that are on the shelf in the library or are checked out. Reserving items will ensure that the resource will neither be checked out by another patron in the next seven days, nor that items currently checked out may be renewed. Once a patron reserves an item he or she has seven days to pick it up. After that date, the reserve expires. Please note that the library staff does not retrieve reserve items from the shelf even though Populi software indicates that the item will be held at the library desk. Library patrons are still responsible for retrieving requested items on the shelf and checking them out.

3.6 Returning Materials:

All materials should be returned in good condition by the due date. Items should be returned to the Seminary Library at the “Returns” slot in the library desk.

3.7 Carolinas Theological Library Consortium:

The Seminary Library does not usually participate in Interlibrary Loan (ILL) practices. Instead of ILL, students may visit the libraries of the Carolinas Theological Library Consortium. The Consortium gives access to nearly 900,000 items. Students may check out books within the Consortium. To locate these libraries and obtain their individual hours of operation, go to the “Links” section of Populi Library tab. A current Charlotte Christian College and Theological Seminary photo identity badge is necessary to use the libraries of the Consortium. Students from institutions belonging to the consortium may visit the Charlotte Christian College and Library and use our materials as well.

3.8 Fines:

Library patrons will be charged a fine of \$.25 a day per item for any materials kept past their due dates. Overdue notices will be emailed through Populi on a regular basis to remind library patrons when materials are overdue. Accrued fines must be paid in full before a student is allowed to take final exams, receive grades, or graduate. No additional library items may be checked out if a student's late fees exceed \$5.00.

3.9 Lost, Damaged or Unreturned Items:

Library patrons will be charged repair fees for items that are damaged but repairable. Library patrons will be required to pay replacement cost fees for any lost items, or items damaged beyond repair. The formula for determining is the replacement cost of the item as listed in Populi plus a \$15 service charge to cover processing, labeling, and shipping costs.

For non-students (Alumni and “Friends”): Any lost, damaged, or unreturned library items will be reported to the Business Office for collection purposes. A third party collection agency will pursue compensation for lost and damaged items. Non-student patrons are liable for all collection and legal fees.

3.10 Suspension of Check-out Privileges:

A student will lose check-out privileges when irresponsible handling of items occurs without remuneration. In addition, any student who refuses to pay fines or return materials in a timely fashion will lose their check-out privileges. The Librarian will make this decision after consulting with the Dean of Student Affairs.

4. Special Library Services

4.1 Reference Services:

Library patrons may request assistance researching and using reference materials. However, the student is required to learn how to research independently and cannot rely on someone else to do his or her work. Library staff look for "teachable moments" to increase patrons' knowledge of information literacy. Ideally, an undergraduate student should be able to fluently navigate through the library's catalog system, be able to find a book on a shelf, use online resources without assistance, and renew borrowed library resources through Populi Library. Graduate students should be able to perform these tasks upon entry to the CCCTS library.

4.2 New Student Orientation:

At the start of each fall and spring semester, a New Student Orientation is held at Charlotte Christian College and Theological Seminary. The Librarian will briefly introduce himself and explain the services of the Library.

In New Student Seminar, the Head Librarian teaches classes on library services, resources, information literacy, and research skills. The goal of these sessions is to equip library patrons for research in class projects.

4.3 Electronic Research:

CCCTS assumes that students arrive here with a basic understanding computers. As a result, the Library Staff may troubleshoot student issues with personal computing software (i.e. Word, PowerPoint). Students may request an appointment to have the Head Librarian familiarize them unfamiliar programs. The Librarian would be glad to set up a designated time to tutor students with word processing tools, databases and online research, and other relevant computer programs with ample notice and provided he is competent in them.

4.4 Photocopiers:

Library patrons may use photocopiers for a nominal fee of \$.10 per copy for black-and-white copies and \$.50 for color copies. All copyright regulations must be met by the patron when the photocopies are made. The library and the Seminary are not responsible for library patrons' compliance with copyright laws.

4.5 Checking Out Media Equipment:

Faculty and students may check out or reserve media equipment, such as overhead projectors, televisions, etc. for designated times or classes. Only key administrative personnel may take such

equipment off-campus solely for Seminary business. All such requests must come through the Head Librarian.

4.6 Wireless Internet Access (Wi-Fi):

Library patrons are expected to bring their own laptops computers to conduct research on electronic databases and websites. The CCCTS campus is already wired for wireless connectivity.

4.7 Workshops:

Throughout the semester, the Librarian will offer a number of workshops dealing with popular software applications and research skills. Students should RSVP to workshop announcements, as space is limited. They will be expected to bring their own laptop computers. These workshops will take place in classrooms as to not interrupt the study of library patrons in the library.

4.8 Special Events:

The library hosts an annual reception for the members of the Library Club and occasional tutorial workshops in the library. These workshops will be limited to no more than three per semester to maintain the quiet atmosphere of the library. The Library is not able to host events for other departments due to liability issues and the distraction of library patrons' quiet study.

5. Library Computers

No software may be downloaded, nor can documents be saved on the hard drives of library computers. Instead, library patrons should save documents and other information to cloud-based data storage accounts, like Dropbox. Documents and software downloaded on these computers will be promptly erased. The library computers are for current students, faculty, and staff only. No outside parties or family members of CCCTS students are allowed to use them. It should be noted that library computers are *not* meant to replace the personal possession of a laptop.

5.1 Catalog Computer:

The Catalog Computer is the desktop computer adjacent to the circulation desk and is labeled 'Library Catalog'. This computer is for searching the library catalog only.

5.2 Scholarly Research Computer:

The scholarly research computer is adjacent to the circulation desk and is labeled ‘Scholarly Research Computer.’ It is uploaded with biblical research software and encyclopedias. The Scholarly Research Computer serves the following functions:

- Researching and printing articles from CD-ROMs pre-loaded on the computer
- Editing and printing documents on the Microsoft Office Suite
- Accessing Populi and School-Related Emails

Students may not use this computer for purposes other than the aforementioned ones. If a student needs a computer for an extended period of time, they will be asked to use the desktop computers instead. This computer will be used for brief intervals only, unless researching the software programs.

5.3 Laptop Computers:

The library owns two netbooks and a laptop computer that students may use. The following rules apply to using the netbooks:

- The netbooks may be checked out for three hours and “renewed” for another three hours as long as no one else has requested it.
- No portable computer may leave the library. Access to the library computers will be revoked for the remainder of the semester if it leaves the library.

5.4 Desktop Computers:

The library has three desktop computers for student use. These computers have the Microsoft Office Suite, Internet access, and printing capabilities. Students are asked to use these computers for research and not for social purposes. All documents created and edited using the desktop computers must be saved on a student's flash drive. At the present time, there is no time limit for using these computers. Time limits may, however, be imposed if the demand for computer access increases. To use these computers, library staff will check them out to patrons through the Populi Library system.

6. Donations:

Charlotte Christian College and Theological Seminary is greatly indebted to all those who have given books and other materials to our collection. The Seminary Library Staff appreciates all donations. Please consult with Head Librarian, Bob McInnes prior to any donations by calling (704) 334-6882, ext. 104 or by email at rmcinnnes@charlottechristian.edu.

6.1 Library Club:

The Library Club is a tangible way to support the Library by making monthly, tax-deductible donations. Library Club membership is open to all students, faculty, staff, and interested community partners. By pledging \$15.00 a month, members will receive an invitation to the annual Library Club reception, held in the CCCTS Library. Pledges may be paid as a lump sum, invoiced in monthly installments, or drafted electronically from a checking or savings account.

7. Library Staff

Bob McInnes serves as Head Librarian. He holds a BA in history from Ohio University, an MA in public history from Wright State University and a Master of Library and Information Studies from UNC-Greensboro. He has worked in archival repositories, historical societies and academic libraries since 1987. He is a charter member of the Academy of Certified Archivists and has served on the ACA Exam Development Committee. Mr. McInnes is responsible for creating and implementing library policies, purchasing resources, hosting library workshops and orientation, and enhancing the technological components of library instruction and resources.

Mrs. Adrienne Butler serves as the Assistant Librarian. She first began her service her in the fall of 2012 as the Student Library Assistant, and became the Assistant Librarian in the fall of 2013. To augment her qualifications she has taken a number of online workshops in librarianship conducted by the Idaho Commission on Libraries.

Mr. Robert Bryan has offered his time and talents to CCCTS since the late fall of 2012. He holds a bachelor's degree from George Mason University, and like Mr. McInnes, he also has earned an MLIS degree from the University of North Carolina at Greensboro. He serves the seminary library in a variety of functions and has proven himself to be indispensable to the library.

7.1 Library Committee:

A Library Committee, composed of the Librarian, the Assistant Librarian, one Faculty representative, one Student-at-Large, library volunteers, and one SGA representative, will meet at the commencement of the fall and spring semesters. The committee solicits stakeholders' input about the Library, develop a "best practices" approach to library services, and set organizational and operational goals for the Library.

8. Notices

8.1 Changes to Library Handbook:

The policies in this handbook are considered as guidelines only. The Board of Directors of Charlotte Christian College and Theological Seminary, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without prior notice. No one other than the Board of Directors of Charlotte Christian College and

Theological Seminary may alter or modify any of the policies of this handbook. No statement or promise by an administrator, supervisor, or employee may be interpreted as a change in policy nor will it constitute an agreement with an employee or student.

8.2 Legal Notices:

Permission to access the private property of the Charlotte Christian College and Theological Seminary (CCCTS) may be revoked or denied at any time, at CCCTS's discretion. Proper attire is required for all guests and students at all times. Please note that unless authorized, CCCTS prohibits possession of weapons of any type in its buildings at all times. Please note that unless authorized, CCCTS prohibits possession of weapons of any type in its buildings and grounds, including both visible and concealed weapons and those for which the owner has a valid permit. The distribution by guests and students of handbills, literature, and other materials is not permitted. By entering upon the grounds or into the buildings of the CCCTS campus, guests and students agree to allow CCCTS to capture and use their likeness or images in its publications. All guests and students voluntarily assume all risks of personal or bodily injury, and of theft and damage to their personal property, incidental to entrance upon the property including, without limitation, injury from property conditions, acts of third parties, etc. Guests and students agree that CCCTS and/or those who may be acting on its behalf are not responsible for such injuries, theft, or damages, or any related expenses, claims, or liabilities.

9. CCCTS Statements of Belief, Mission, and Code of Conduct

9.1 Doctrinal Statement:

I) God – We believe there is one and only one eternal living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfection. To Him we owe the highest love, reverence, and obedience. The triune God is revealed to us in the distinct Persons of Father, Son, and Holy Spirit, each sharing the same nature, essence, and being, of which we understand the following:

A) The Father – We believe God the Father is infinite, the First Person of the Godhead who is self-existent, eternal, unchangeable, everywhere present, all-knowing, all-powerful, independent, good, wise, holy, just, and merciful. God the Father is the Creator who from nothing preexistent, but by the word of His power, first called forth time, energy, space, and matter to form the universe.

B) The Son – We believe God the Son is one with the Father. He is the Second Person of the Godhead, fills the offices of Prophet, Priest, and King, and performs the works of God. While possessing all divine perfection, Jesus was miraculously conceived, born of the Virgin Mary, of the seed of David according to the flesh and the only begotten of the Father, the only incarnation of God. He honored the divine law by His personal obedience, and in His death on the cross, made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to his disciples as the Person who was with them before the crucifixion. He ascended into heaven and is now exalted at the right hand of God. He will physically return in power and glory to consummate His redemptive mission.

C) The Holy Spirit – We believe the Holy Spirit, the third person of the Godhead, is one with the Father in His divine nature and having all the attributes of God. He is the Sustainer of the saints, indwelling, equipping, and illuminating those who, through repentance, believe and trust in Jesus Christ and have entered into a personal relationship with Him. The Holy Spirit indwells and fills the lives of all believers and endows them with spiritual gifts that are used in their personal service to God; however, there are no particular gifts that serve as visible evidence of salvation or sanctification of the believer.

II) The Bible – We believe that the Scriptures, consisting of all the canonical books of the Old and New Testaments are divinely inspired. As originally given, the Scriptures are inspired, infallible, inerrant, and authoritative. They are without error and trustworthy in all matters upon which they speak – scientific, historical, moral, and theological.

A) Special Creation – We believe God created the universe and in it a world without sin, by His spoken word. This was accomplished in a literal six-day creation week as recorded in the book of Genesis.

B) Historicity – We believe all historical matters in the Bible, including Genesis 1-11, are to be considered as an accurate and literal record. The full historicity of the biblical record includes the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.

III) Humanity – We believe the human race was created by a special act of God, in His own image, and that humanity is the crowning work of His creation. Adam and Eve were created without sin and were endowed by God with freedom of choice. By free choice, Adam and Eve sinned against God and brought sin into the human race; whereby their posterity inherit a sinful nature and an environment inclined toward sin and are under condemnation. Only the grace of God can bring lost humanity into His holy fellowship and enable humankind to fulfill the creative purpose of God.

IV) Redemption – We believe that Jesus Christ, the second person of the Divine Trinity, by His incarnation, life, sufferings, substitutionary death for sin, burial, and resurrection, effected for all redemption from sin and is the ground of salvation by faith through Jesus Christ's death. Jesus died for our sins, was resurrected, and ascended to heaven, where He serves as the only mediator between God and mankind, making intercession for us.

V) Salvation – We believe individuals, by virtue of their own goodness or works, cannot become the children of God. Personal salvation from the eternal penalty of sin is provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ. Salvation is received only through personal faith in what Jesus Christ did for us.

VI) Satan – We believe in the existence of a personal, malevolent creature called Satan who acts as tempter and accuser, continually soliciting men to sin. Satan is to be resisted by submitting to God. As the original sinner and enemy of God, he will forever be confined to hell, where he is to

be tormented forever.

VII) Last Things – We believe the Lord Jesus, who ascended on high and sits at the right hand of God, will personally and bodily return in glory at the end of time to glorify His saints and judge the world. At the end of time, there will be a bodily resurrection of the dead and all persons will be judged according to their works. Following the judgment, the righteous will enter into everlasting life, and the wicked will be condemned to a state of endless punishment.

9.2 Mission Statement:

Our purpose is to equip servant leaders of integrity to exegete and deliver the Word of God to urban people of all cultures for the glory of Jesus the Messiah.

9.3 Statement of Philosophy:

As a body of believers invested in Christian education, CCCTS acknowledges:

- that we as sinners are redeemed by the grace of God through faith in Jesus Christ; and
- that we have submitted ourselves to the Lordship of Jesus Christ and to the authority of Holy Scripture as God's inerrant, infallible Word; and
- that God's Word declares that the fear of the Lord is the beginning of godly wisdom, knowledge, and understanding; and
- that God's Word commands us to make disciples of all people everywhere, especially our own children, by the training and instruction of the Lord.

Therefore, CCCTS affirms that:

- godly wisdom comes only by special revelation through the Person of Christ, Holy Scripture, and the whole counsel of God given by the Holy Spirit through the church;
- godly knowledge comes by general revelation through formal and informal study and contemplation of nature and human nature, in pursuit of an academic curriculum, and in work and play;
- godly understanding comes only when all life's experience passes through the lens of a biblical world-view, meaning that all truth is framed by biblical reality and everything that is ultimately of God is true.

CCCTS further affirms that:

- God who is perfect and holy commands humankind to service that aspires to be both perfect and holy;
- humankind lacks in itself the capacity to fulfill God's commands and that humanity must humble itself and strive to use spiritual gifts to bring honor and glory to God;
- to withhold from God our best, to achieve less than our best, to commend ourselves for doing what is only our duty, or to judge the achievements of others are all sin and we must seek God's forgiveness for our sin.

CCCTS further affirms that:

- the goal of achieving excellence is essential to the good stewardship of our gifts and calling; as commended by the example of Holy Scripture and the work of God in history, the founding and operations of CCCTS stems from a commitment to honor the Lord Jesus Christ by the training and equipping of men and women to proclaim the gospel message and to serve God and His people;
- both objective and subjective standards of excellence exist for measuring the quality of our work in this seminary;
- CCCTS standards of excellence reflect biblical virtues and cultural values compatible with Scripture;
- among the cultural values acknowledged by society and Scripture are included excellence of the academics, arts, athletics, and social attainments.

The academic programs and educational ministry of CCCTS reflect:

- goals to be an institution where the board, administrators, teachers, staff, and support personnel recognize the holistic and interdependent nature of our work together;
- a ministry of the greater Charlotte Christian Community, able to make a unique contribution to the larger Body of Christ, recognized and respected for its distinct calling to shape the will of students to mirror “the mind” of Christ;
- the extension of the Christian family and household where we take seriously the trust others have placed in us to help them in developing responsible adults in the nurture and admonition of the Lord;
- the extension of the worldwide Christian family - To be that salt of the earth, a beacon on a hill as our programs and people impact the world around them.

Therefore, by God’s grace, CCCTS strives to the end that our students:

- be stimulated, challenged, encouraged to utilize the best possible use of the intellectual, aesthetic, physical, social, and spiritual gifts given to them by God;
- be provided opportunity to excel in academic studies, artistic performances, and social growth while keeping mind of their need for spiritual maturity and faith and yet provide the students the dignity and responsibility of fulfilling their financial obligations;
- be provided sound academic training mixed with practical hands-on experience in their field of ministry as they are exposed to examples of godly living worthy of emulation, not only by their professors and our staff but also their peers and members of the religious community;
- be encouraged to develop, build and deepen a sense of family among students, faculty, administration, alumni and board members’;
- be urged to recognize the grace of God throughout the human race and in every nation, language, and culture;
- be directed toward a vocation field of service worthy of their calling and gifts, to enable them to confront the world with the gospel of Christ;

- be confronted with the claims of Jesus Christ in such a clear manner that they always teach the Christian faith as the only true faith, and faith in Christ as humanity's only hope of everlasting salvation.

May our endeavors be guided by God's Holy Word:

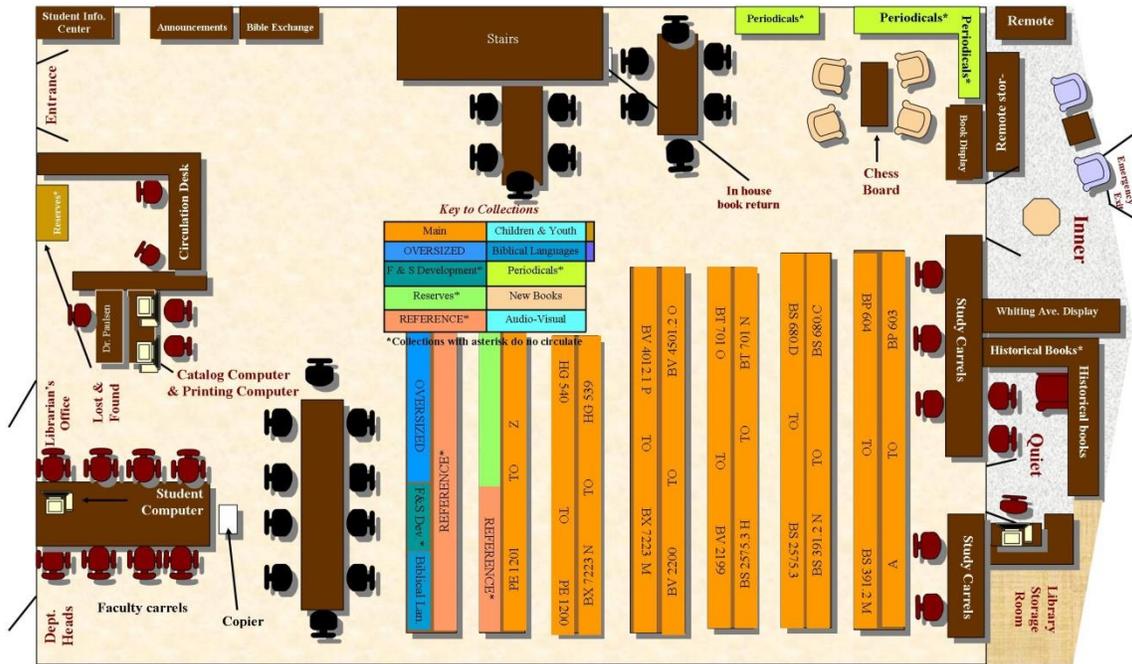
“Whatever is true, noble, right, pure, lovely, admirable, if anything is excellent or praiseworthy -- think about such things” (Philippians 4:8).

9.4 Code of Conduct:

As representatives of the Lord, all members of the Seminary family are expected to adhere to a biblical "Code of Conduct." Students, faculty, staff, and administration, are required to sign the institution's "Code of Conduct" showing his or her personal intent to strive to live in accordance with the Word of God. The actual "Code of Conduct" for students read as follows:

“As a disciple of Jesus, I accept the Bible as the infallible, inerrant, and authoritative Special Revelation of the God of Israel as inspired through the Jewish people, and accept its teachings as the final authority in all matters of faith and conduct. As a student, I promise to uphold the moral and spiritual ideology of the Seminary, depict admiration and respect to peers and persons over me in authority. Furthermore, I will conform to CCCTS's social, academic, and spiritual standards, and acknowledge my duty to live a credible Christian subsistence compliant with the admonition of God's Word.”

10. Library Floor Plan



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